
The Role of the Tech Coordinator

November 17, 2021



Attendee Reminders



- Thanks for attending!
- Please use the Question Box to submit questions.
- This session is being recorded.
- It will be posted on the CSDE SAT School Day webpage at [Connecticut SAT School Day--Related Resources](#)

Attendee Reminders



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Test Dates

CT SAT School Day – Spring 2022	
Primary test dates	March 23-25 March 29-30 Accommodated testing window: March 23-April 5
Makeup test dates	April 26-28

Technology Coordinator Responsibilities

Each school must appoint a technology coordinator. Their responsibilities include:

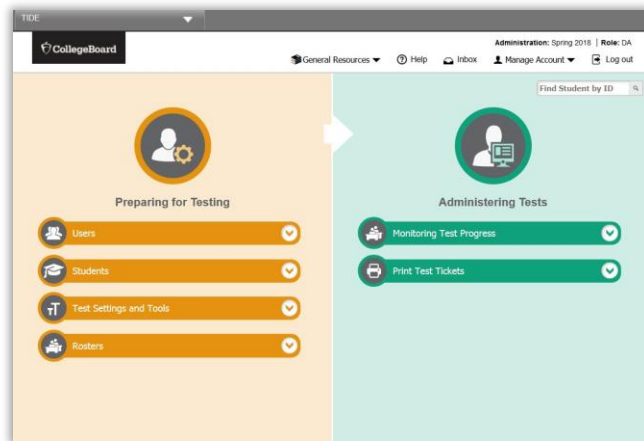
- Performing product and performance validations on school testing infrastructure
- Confirming that hardware, software, and network bandwidth meet minimum specifications
- Working with the test coordinator to confirm technical readiness
- Assisting the test coordinator with device preparation for the digital administration

CAI Systems

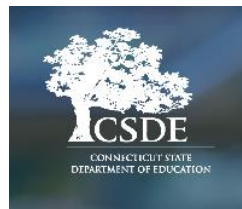
Overview

The CAI test delivery system includes multiple applications. These applications work together to ensure a smooth and secure test administration. The College Board's version of the CAI is accessed at a different site than the Smarter Balanced and NGSS.

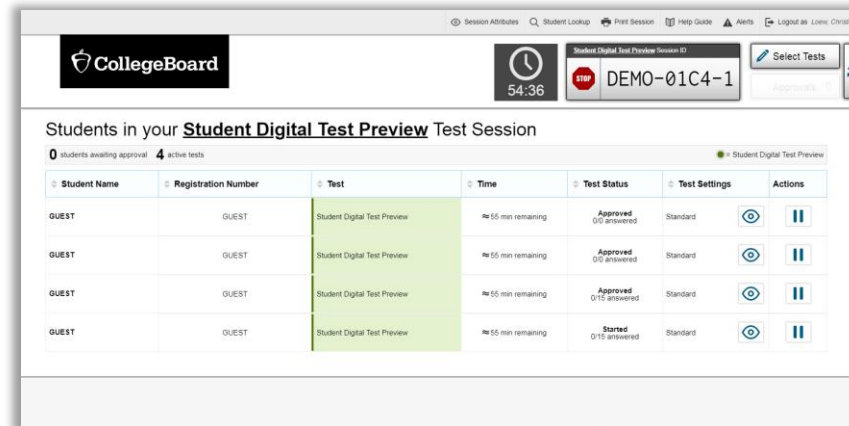
Test Information Distribution Engine (TIDE)



Test coordinators use TIDE throughout the testing process.

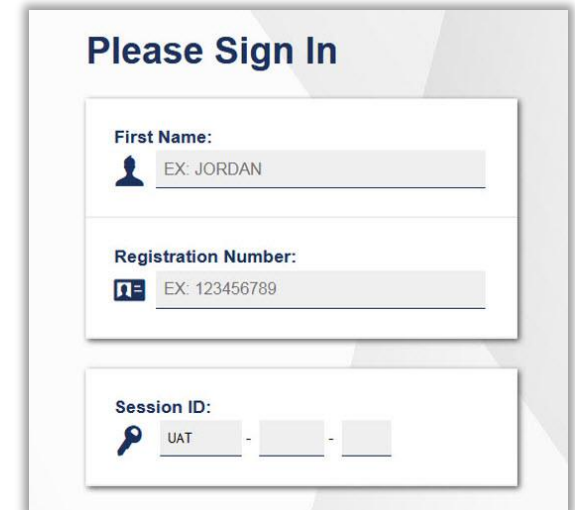


Test Administrator (TA) Interface



Proctors use the TA Interface to administer the test.

Secure Browser



Students use the secure browser to take the test.

CAI Systems

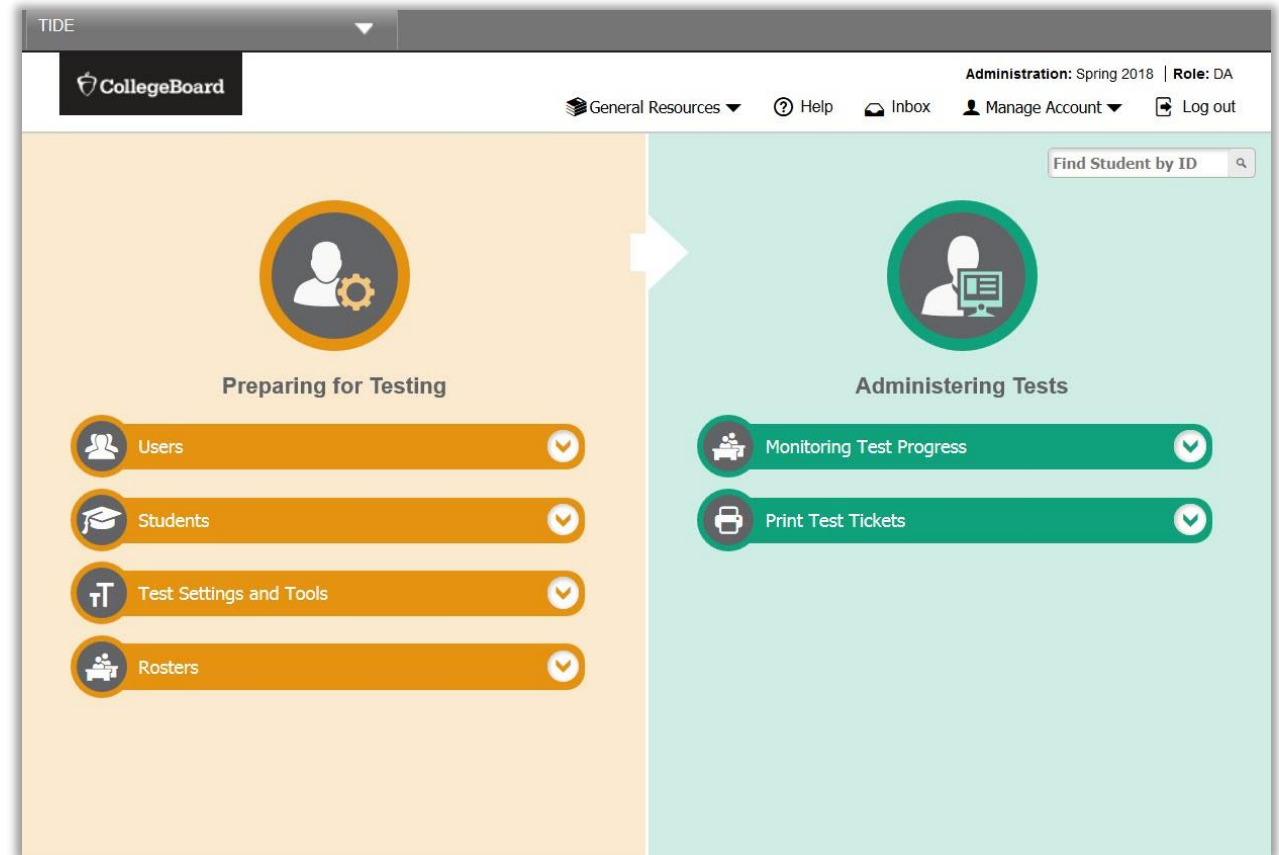
Test Information Distribution Engine (TIDE)

Test coordinator functions in TIDE:

- Creating staff accounts
- Managing rosters
- Monitoring digital test sessions
- Modifying test settings for students with approved accommodations on the NAR
- Printing student test tickets

Test coordinators use TIDE to manage data and configure test settings ahead of test day.

District administrators, as a part of the CT SAT, will also have access to TIDE to support test coordinators' management of student data.

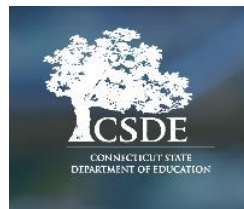


CAI Systems

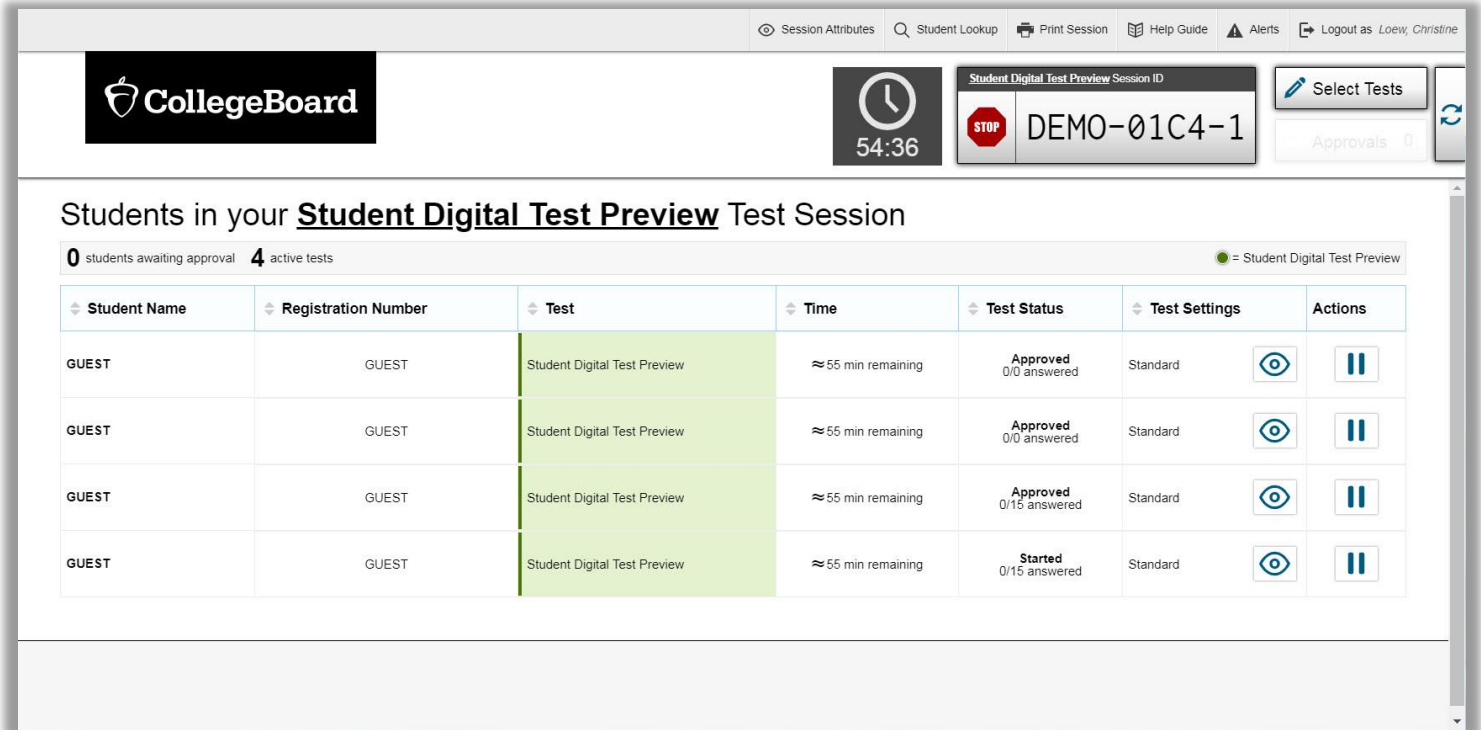
Test Administrator (TA) Interface

Proctor functions in the TA Interface:

- Conducting preadministration sessions
- Creating test sessions
- Approving students into the test sessions
- Monitoring and managing test timing*
- Monitoring student test status
- Identifying students who may need assistance



Proctors use the TA Interface to administer the digital SAT.



The screenshot shows the CollegeBoard TA Interface for a "Student Digital Test Preview" session. The top navigation bar includes links for Session Attributes, Student Lookup, Print Session, Help Guide, Alerts, and Logout as Loew, Christine. The main header displays the CollegeBoard logo, a clock showing 54:36, the session ID DEMO-01C4-1, and buttons for Select Tests and Approvals (0). Below the header, the section "Students in your Student Digital Test Preview Test Session" shows 0 students awaiting approval and 4 active tests. A table lists the active tests with columns for Student Name, Registration Number, Test, Time, Test Status, Test Settings, and Actions.

Student Name	Registration Number	Test	Time	Test Status	Test Settings	Actions
GUEST	GUEST	Student Digital Test Preview	≈ 55 min remaining	Approved 0/0 answered	Standard	
GUEST	GUEST	Student Digital Test Preview	≈ 55 min remaining	Approved 0/0 answered	Standard	
GUEST	GUEST	Student Digital Test Preview	≈ 55 min remaining	Approved 0/15 answered	Standard	
GUEST	GUEST	Student Digital Test Preview	≈ 55 min remaining	Started 0/15 answered	Standard	

*The College Board's versions of the TA Interface and secure browser have timing functionality built in to ensure that all students receive their fully allotted testing time.

CAI Systems

Secure Browser

The secure browser secures the desktop by restricting access to prohibited applications and collects student responses.

Students use the secure browser to access and take the test. Schools are required to download and install the secure browser on all student test-taking devices. **Test-taking devices must be school owned.**

Please Sign In

First Name:



EX: JORDAN

Registration Number:



EX: 123456789

Session ID:



CB

*Students use their registration number instead of their SASID.

Preparing for Digital Testing



Digital Readiness Resources

Digital Testing Portal:

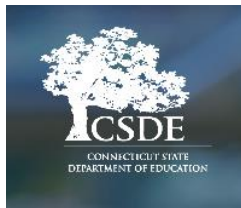
<https://digitaltesting.collegeboard.org/>



Digital Readiness Resources

Digital Testing Portal:

<https://digitaltesting.collegeboard.org/>



The screenshot shows the "Digital Testing" section of the CollegeBoard website. The header includes the CollegeBoard logo and navigation links: Home, About Digital Testing, Test Day Planning, Digital Preparedness (selected), Accommodations, and More. The main heading is "Digital Preparedness" with a subtext: "Get to know the technology requirements for testing on the Cambium Assessment, Inc.™ (CAI) system; configure your hardware, software, and network; and evaluate your test readiness." Below this are six action buttons: "Sign In to TIDE", "Sign In to the TA Interface", "Install the Secure Browser", "Access Test Administration Training", "Practice Giving a Test Using the TA Interface", and "Preview the Student Digital Test Experience". The page is divided into three columns. The left column, "Digital Preparedness", lists links: Testing System Overview, Computer Requirements, Step-by-Step Guide, Supported Operating Systems, Network Configuration, and Secure Browser Installation. The middle column, "Upcoming Events", lists two events: "AUGUST 16, 2021 Bulk Registration Opens" and "SEPTEMBER 20, 2021 Fall Digital PSAT 8/9 Testing Opens". The right column, "Section Topics", lists three topics: "Testing System Overview" (Learn about the CAI applications and tools that ensure a smooth, secure administration.), "Computer Requirements" (Find out how many devices you'll need. Get screen specifications.), and "Step-by-Step Guide" (Make sure technical problems don't interrupt testing.).

Schools Already Using CAI

Schools already using the CAI system and secure browser to deliver other tests will need to complete technical set up tasks in order to administer the CT SAT School Day assessment.

Student Testing Applications



Depending on the operating system on student devices, you will install one of the applications below:

- The **CB Secure Browser** is for devices running on Windows or Mac OS. It does not replace state testing browsers, and both may be installed on the same device.
- **SecureTestBrowser** – is the application for Chromebooks and iPads. If your school already uses CAI for other assessments, then you only need to change the Organization and Assessment settings in SecureTestBrowser before students can access the test.

Schools Already Using CAI

Test Coordinators and Proctors



Test coordinators and proctors will use the same CAI products to administer the test:

- Testing staff will need to login using different access points from their state CAI systems. College Board CAI systems are accessible via the [Digital Testing Portal](#).
- Student data elements and permissions in TIDE will differ from the TIDE system used for NGSS.
- If testing the same students across NGSS and the digital CT SAT SD, they will be represented separately in both systems.

Technical Readiness

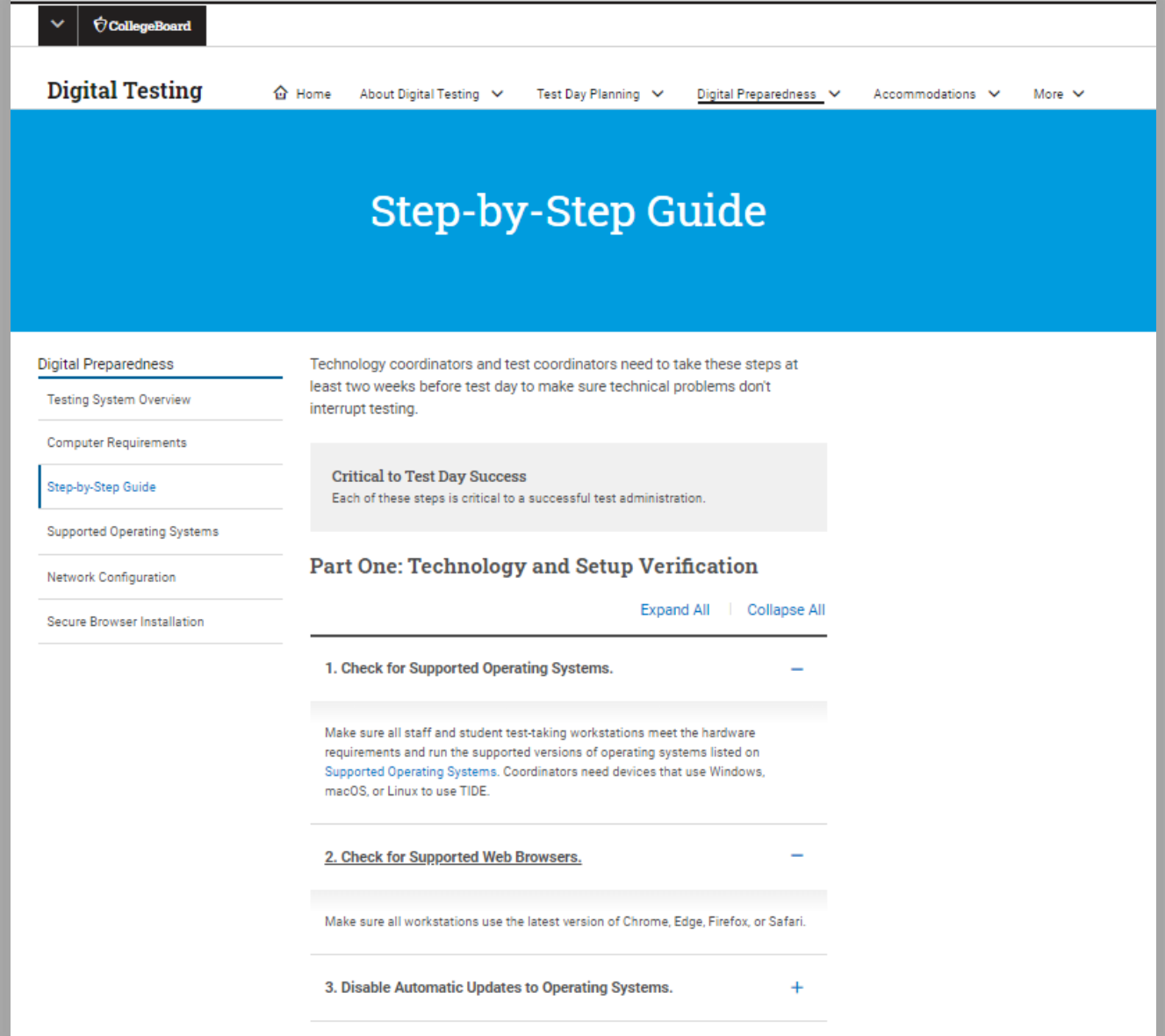
Setup Overview

Get started by reviewing the technical requirements and following the Digital Preparedness [Step-by-Step Guide](#):

Part One: Technology and Setup Verification	Part Two: Test Readiness and Evaluation
<ul style="list-style-type: none"><input type="checkbox"/> Check for Supported Operating Systems<input type="checkbox"/> Check for Supported Web Browsers<input type="checkbox"/> Disable Automatic Updates to Operating System<input type="checkbox"/> Disable Applications that Interfere with Testing<input type="checkbox"/> Check Batteries or Power Source<input type="checkbox"/> Disable Pop-Up Blockers on Staff Computers<input type="checkbox"/> Enable JavaScript on Staff Computers<input type="checkbox"/> Check Content Filters, Firewalls, and Proxy Servers<input type="checkbox"/> Confirm Wireless Coverage<input type="checkbox"/> Allow Appropriate URLs	<ul style="list-style-type: none"><input type="checkbox"/> Install the Secure Browser<input type="checkbox"/> Run CAI's Network/Bandwidth Diagnostic Tool<input type="checkbox"/> Prepare for Delivery of Tests with Accommodations<input type="checkbox"/> Complete the Technical Readiness Evaluation:<ul style="list-style-type: none">○ Test the Secure Browser

Technical Readiness

Step-by-Step Guide on the Digital Testing Portal



The screenshot shows the CollegeBoard Digital Testing portal. The header includes the CollegeBoard logo and navigation links: Home, About Digital Testing, Test Day Planning, Digital Preparedness (selected), Accommodations, and More. The main heading is "Step-by-Step Guide". A left sidebar lists the following sections: Digital Preparedness, Testing System Overview, Computer Requirements, Step-by-Step Guide (highlighted), Supported Operating Systems, Network Configuration, and Secure Browser Installation. The main content area begins with a note that technology coordinators and test coordinators need to take these steps at least two weeks before test day. A grey box titled "Critical to Test Day Success" states that each step is critical to a successful test administration. The section "Part One: Technology and Setup Verification" is shown with "Expand All" and "Collapse All" links. Three steps are listed: 1. Check for Supported Operating Systems, 2. Check for Supported Web Browsers, and 3. Disable Automatic Updates to Operating Systems. Each step has a corresponding icon (minus, plus, and plus respectively).

CollegeBoard

Digital Testing

Home About Digital Testing Test Day Planning Digital Preparedness Accommodations More

Step-by-Step Guide

Digital Preparedness

- Testing System Overview
- Computer Requirements
- Step-by-Step Guide**
- Supported Operating Systems
- Network Configuration
- Secure Browser Installation

Technology coordinators and test coordinators need to take these steps at least two weeks before test day to make sure technical problems don't interrupt testing.

Critical to Test Day Success
Each of these steps is critical to a successful test administration.

Part One: Technology and Setup Verification

[Expand All](#) | [Collapse All](#)

- 1. Check for Supported Operating Systems.** —
Make sure all staff and student test-taking workstations meet the hardware requirements and run the supported versions of operating systems listed on [Supported Operating Systems](#). Coordinators need devices that use Windows, macOS, or Linux to use TIDE.
- 2. Check for Supported Web Browsers.** —
Make sure all workstations use the latest version of Chrome, Edge, Firefox, or Safari.
- 3. Disable Automatic Updates to Operating Systems.** +

Technical Readiness

Test Devices: Requirements and Specifications



Visit the [digital testing portal](#) for the most up-to-date information on device requirements and supported operating systems.

Devices for Proctors and Students

- All devices must meet the system requirements and technical specifications outlined in the Step-by-Step Guide.
- Schools must have the ability to install a secure browser client application on all test-taking devices.
- Desktops, laptops, iPads* and/or Chromebooks are allowed.
- Devices **must** connect to the Internet (wired or wireless).
- Devices **must** be school-owned.
- Devices **must** maintain a charge for **at least 5 hours** or have access to a reliable power source.
- Each testing room must have a dedicated device the proctor will use to access the TA Interface.
- Students testing with an approved assistive technology device should pre-test the device in the secure browser using Student Digital Test Preview mode, prior to test day, in order to ensure operational functionality.

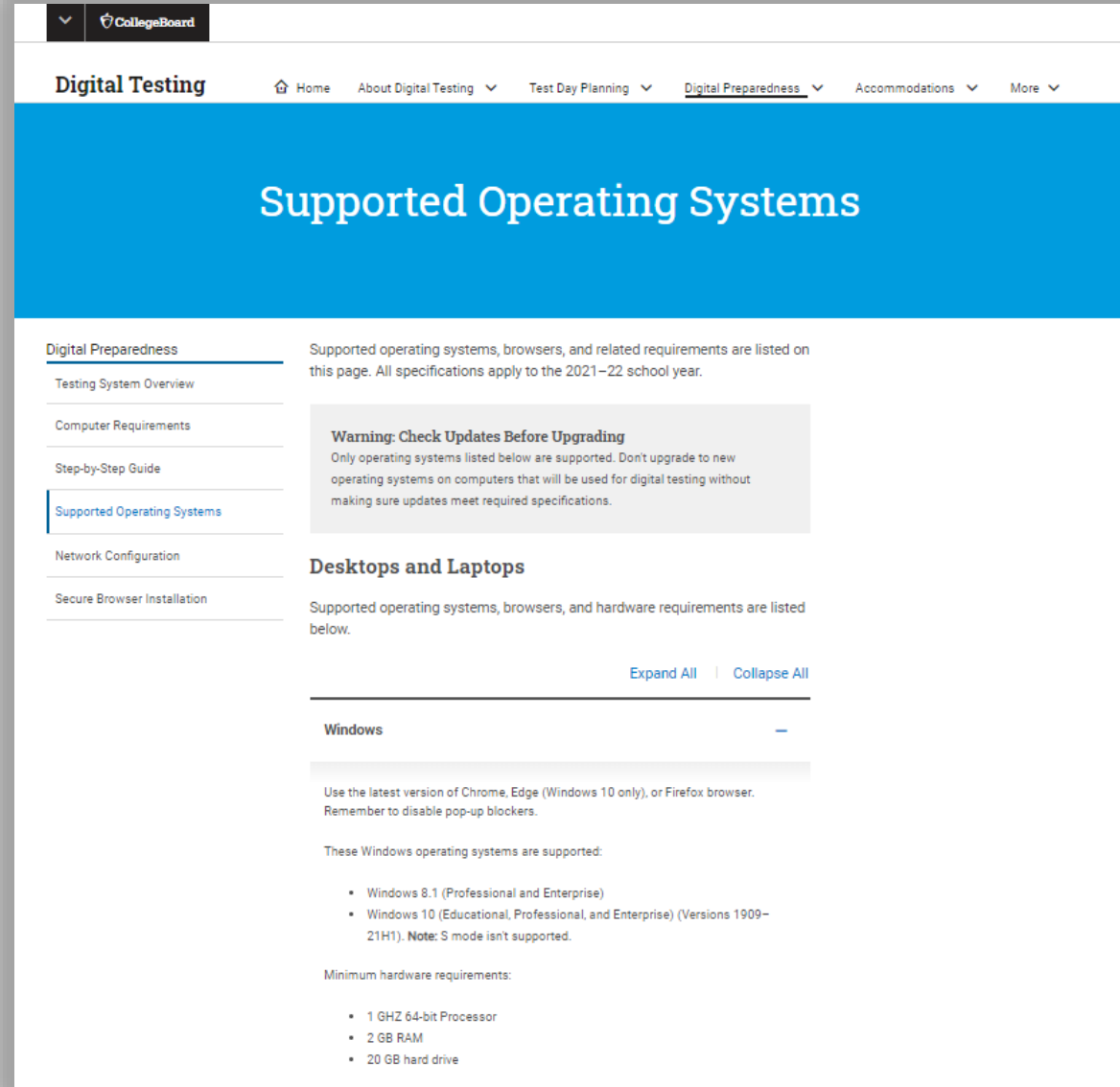
****NOTE: Apple iPads with a 9.7" display are allowed; Apple iPads must be 4th Generation or higher, and iPad Minis can't be used.***

Technical Readiness

Supported Operating Systems



Visit the [digital testing portal](#) for the most up-to-date information on device requirements and supported operating systems.



The screenshot shows the CollegeBoard Digital Testing portal. The header includes the CollegeBoard logo and navigation links: Home, About Digital Testing, Test Day Planning, Digital Preparedness (selected), Accommodations, and More. The main heading is "Supported Operating Systems". A left sidebar lists navigation options: Digital Preparedness, Testing System Overview, Computer Requirements, Step-by-Step Guide, Supported Operating Systems (selected), Network Configuration, and Secure Browser Installation. The main content area includes a warning box: "Warning: Check Updates Before Upgrading" with the text "Only operating systems listed below are supported. Don't upgrade to new operating systems on computers that will be used for digital testing without making sure updates meet required specifications." Below this is the section "Desktops and Laptops" with the text "Supported operating systems, browsers, and hardware requirements are listed below." and links for "Expand All" and "Collapse All". The "Windows" section is expanded, showing instructions to use the latest version of Chrome, Edge, or Firefox, and a list of supported Windows operating systems: Windows 8.1 (Professional and Enterprise) and Windows 10 (Educational, Professional, and Enterprise) (Versions 1909–21H1). A note states "S mode isn't supported." Minimum hardware requirements are listed: 1 GHz 64-bit Processor, 2 GB RAM, and 20 GB hard drive.

Technical Readiness

Test Devices: Guidance for Determining Bandwidth



Run the network diagnostic tool ahead of test day in different rooms to ensure bandwidth requirements can be met.



Your network should have enough bandwidth to support digital testing at the required performance level.

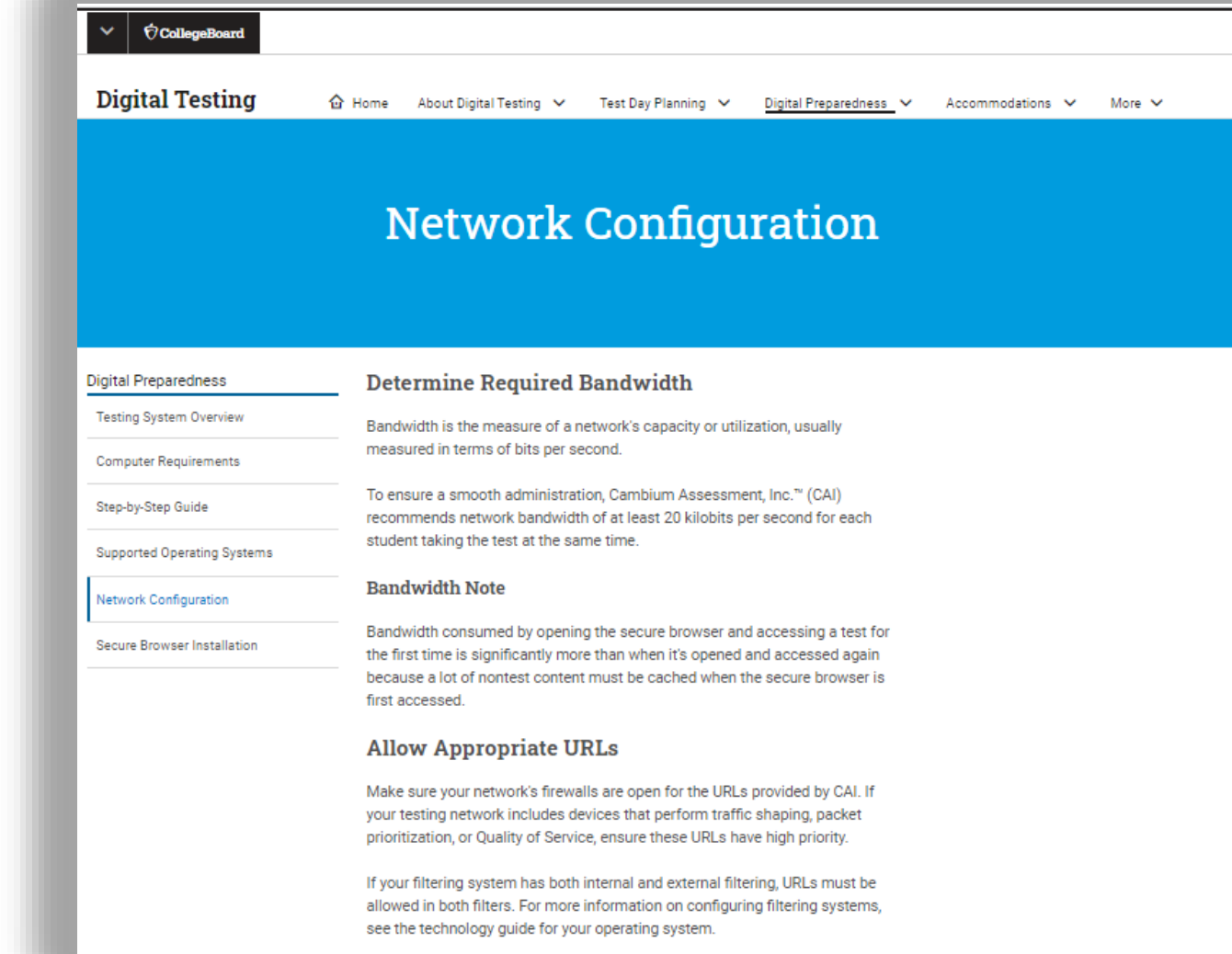
College Board provides a [network diagnostic tool](#) to make sure your school has the bandwidth to support the number of students expected to test at the same time. Access the network diagnostic tool through the Digital Test Preview link located on the digital testing portal.

# of Students	Average Estimated Bandwidth Consumed During Startup	Average Estimated Bandwidth Consumed During Testing
1	8K bits/second	5–15K bits/second
50	400K bits/second	250–750K bits/second (0.25–0.75M bits/second)
100	800K bits/second	500–1500K bits/second (0.5–1.5M bits/second)

Testing Device	Ratio of Devices to 802.11g WAP	Ratio of Devices to 802.11n WAP
802.11g	20	40
802.11n	20	40
Mix of 802.11g and 802.11n	20	40–50 (depending on the mix of wireless cards used)

Technical Readiness

Network Configuration



The screenshot shows the CollegeBoard Digital Testing website. The top navigation bar includes the CollegeBoard logo and links for Home, About Digital Testing, Test Day Planning, Digital Preparedness (which is highlighted), Accommodations, and More. Below the navigation bar is a large blue header with the title "Network Configuration". On the left side, there is a sidebar menu under the heading "Digital Preparedness" with links for Testing System Overview, Computer Requirements, Step-by-Step Guide, Supported Operating Systems, Network Configuration (which is highlighted), and Secure Browser Installation. The main content area on the right contains three sections: "Determine Required Bandwidth" with a definition of bandwidth and a recommendation from Cambium Assessment, Inc. (CAI); "Bandwidth Note" explaining why bandwidth is higher on first access; and "Allow Appropriate URLs" with instructions on firewall settings and filtering systems.

CollegeBoard

Digital Testing

Home About Digital Testing Test Day Planning **Digital Preparedness** Accommodations More

Network Configuration

Digital Preparedness

- Testing System Overview
- Computer Requirements
- Step-by-Step Guide
- Supported Operating Systems
- Network Configuration**
- Secure Browser Installation

Determine Required Bandwidth

Bandwidth is the measure of a network's capacity or utilization, usually measured in terms of bits per second.

To ensure a smooth administration, Cambium Assessment, Inc.™ (CAI) recommends network bandwidth of at least 20 kilobits per second for each student taking the test at the same time.

Bandwidth Note

Bandwidth consumed by opening the secure browser and accessing a test for the first time is significantly more than when it's opened and accessed again because a lot of nontest content must be cached when the secure browser is first accessed.

Allow Appropriate URLs

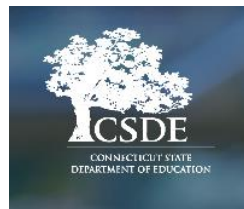
Make sure your network's firewalls are open for the URLs provided by CAI. If your testing network includes devices that perform traffic shaping, packet prioritization, or Quality of Service, ensure these URLs have high priority.

If your filtering system has both internal and external filtering, URLs must be allowed in both filters. For more information on configuring filtering systems, see the technology guide for your operating system.

Technical Readiness

Secure Browser Installation

<https://digitaltesting.collegeboard.org/digital-preparedness/step-by-step-guide#tech-readiness>



A screenshot of the "Digital Testing" page on the CollegeBoard website, specifically the "Secure Browser Installation" section. The page has a blue header with the title "Secure Browser Installation". On the left, there is a sidebar menu with links: "Digital Preparedness", "Testing System Overview", "Computer Requirements", "Step-by-Step Guide", "Supported Operating Systems", "Network Configuration", and "Secure Browser Installation" (which is highlighted). The main content area starts with a paragraph: "Install the secure browser on every device students use to take a test in the SAT Suite of Assessments." followed by a section titled "If Your School Uses CAI for Other Tests" with instructions. Below that is a "Download and Install" section with instructions for iPad, Chromebook, and various operating systems. At the bottom, there is a list of installation guides for different operating systems, each with a plus icon to expand it. The list includes: "Installing SecureTestBrowser on Chrome OS", "Installing SecureTestBrowser on iPadOS", "Installing the CB Secure Browser for Windows", "Installing the CB Secure Browser for Mac", and "Installing the CB Secure Browser for Linux (64-bit)". The page also has a "Related Resources" section at the bottom.

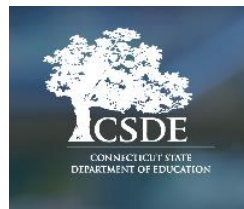
Technical Readiness

Technology Guides

PDFs available for:

- Chrome OS
- Windows
- macOS
- Linux
- iPadOS

<https://digitaltesting.collegeboard.org/digital-preparedness/step-by-step-guide#tech-readiness>



Configurations, Troubleshooting, and Advanced Secure Browser Installation Guide for Chrome OS

For Digital Tests in the SAT® Suite of Assessments

Fall 2021

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Prepared by Cambium Assessment, Inc.



Questions?

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